

DINING FACILITY CHECKLIST

SDO

Staff Duty Officer will check the following areas during his/her tour of duty. Fill out in duplicate and give one to the shift leader. SDO - It is important that you do a thorough job. This is meant to help improve the Dining Facility (not hassle it).

DINING AREA

	YES	NO		YES	NO
Storage Rack clean	<input type="checkbox"/>	<input type="checkbox"/>	Dispensing Machines clean	<input type="checkbox"/>	<input type="checkbox"/>
Milk rotated (first in-out)	<input type="checkbox"/>	<input type="checkbox"/>	Tables & Chairs clean	<input type="checkbox"/>	<input type="checkbox"/>
Dishes, trays, & silver clean	<input type="checkbox"/>	<input type="checkbox"/>	Silverware stored correctly	<input type="checkbox"/>	<input type="checkbox"/>
Floors clean	<input type="checkbox"/>	<input type="checkbox"/>	Walls & woodwork clean	<input type="checkbox"/>	<input type="checkbox"/>
Curtains clean	<input type="checkbox"/>	<input type="checkbox"/>	Screens fit	<input type="checkbox"/>	<input type="checkbox"/>
Screens cleaned and repaired	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

KITCHEN & KITCHEN EQUIPMENT

	YES	NO		YES	NO
Floors clean under, behind, & around appliances	<input type="checkbox"/>	<input type="checkbox"/>	Floor drains clean & uncovered	<input type="checkbox"/>	<input type="checkbox"/>
Windows & trim clean	<input type="checkbox"/>	<input type="checkbox"/>	Filters clean	<input type="checkbox"/>	<input type="checkbox"/>
Screens cleaned & repaired	<input type="checkbox"/>	<input type="checkbox"/>	Dishes washed & stored	<input type="checkbox"/>	<input type="checkbox"/>
Knives cleaned & stored	<input type="checkbox"/>	<input type="checkbox"/>	Equipment cleaned & stored	<input type="checkbox"/>	<input type="checkbox"/>
Utensils clean & stored	<input type="checkbox"/>	<input type="checkbox"/>	Back screen doors closed	<input type="checkbox"/>	<input type="checkbox"/>

STORAGE OF SUBSISTENCE FOOR CHECK FOR-

	YES	NO		YES	NO
Labeled	<input type="checkbox"/>	<input type="checkbox"/>	Identity	<input type="checkbox"/>	<input type="checkbox"/>
Amount	<input type="checkbox"/>	<input type="checkbox"/>	Date	<input type="checkbox"/>	<input type="checkbox"/>
Condition	<input type="checkbox"/>	<input type="checkbox"/>	Is all subsistence off the ground	<input type="checkbox"/>	<input type="checkbox"/>
Perishables stored properly	<input type="checkbox"/>	<input type="checkbox"/>	Nonperishables stored properly	<input type="checkbox"/>	<input type="checkbox"/>
High value items (i.e., meats) secured properly	<input type="checkbox"/>	<input type="checkbox"/>	Is ration room locked	<input type="checkbox"/>	<input type="checkbox"/>

REFRIGERATION

	YES	NO		YES	NO
Gaskets right around door	<input type="checkbox"/>	<input type="checkbox"/>	Thermostats & thermometers accurate	<input type="checkbox"/>	<input type="checkbox"/>
Air circulation good	<input type="checkbox"/>	<input type="checkbox"/>	Refrigerators & freezers clean	<input type="checkbox"/>	<input type="checkbox"/>
Checksheets on doors updated	<input type="checkbox"/>	<input type="checkbox"/>	Inside clean & generally frost free	<input type="checkbox"/>	<input type="checkbox"/>

ADMINISTRATION

	YES	NO		YES	NO
Production schedule is followed	<input type="checkbox"/>	<input type="checkbox"/>	Menu outside main door correct	<input type="checkbox"/>	<input type="checkbox"/>
Headcount briefed by SSG	<input type="checkbox"/>	<input type="checkbox"/>	Headcount checking & verifying mealcards	<input type="checkbox"/>	<input type="checkbox"/>
Servers have recipe cards with them	<input type="checkbox"/>	<input type="checkbox"/>	Servers wearing clean uniforms & hair up (If necessary)	<input type="checkbox"/>	<input type="checkbox"/>
Shift Leader Name (typed or printed)			SDO Name and Rank (typed or printed)		
Signature & Date (written)			Signature & Date (written)		